

CAREER

OPPORTUNITY

SOCIAL WORKER III

MONO COUNTY DEPARTMENT OF SOCIAL SERVICES

Monthly Salary: \$3,722 - \$4,523

Application Deadline:

April 9, 2010

Close of Business

Oral Examination:

Tentatively scheduled for the
week of April 26, 2010

Location:

The administrative offices for the
Mono County Department of
Social Services are located in
Walker and Bridgeport,
California.

The existing eligible list will be
abolished upon completion of
this recruitment.

The Position

The Social Worker III carries a caseload of more difficult types of social services cases; determines social service needs of clients; conducts interviews to assess the safety of children and adults; develops and carries out social treatment plans for individuals and families; refers persons and families to other programs and services; works independently and with minimal supervision; may act as a lead worker; interprets policies, rules and regulations; assists clients in utilizing available resources; makes home visits; maintains case records both manually and electronically; acts as an advocate for the client; may be required to testify in court; works with community organizations; performs related duties as assigned.

Minimum Qualifications

While the following requirements outline the minimum qualifications, the department reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee an invitation to the test.

EITHER

One (1) year of full-time experience comparable to the Social Worker II classification.

OR

Two (2) years of full-time experience as a Social Worker in a public or private agency and thirty (30) college semester units, including fifteen (15) units in social welfare, social/human services, sociology, or other social or behavioral science*.

*Examples of social or behavioral science courses include: anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

Additional Information

License: A valid driver's license may be required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

***SEE NEXT PAGE FOR
INSTRUCTIONS ON
HOW TO APPLY FOR
THIS POSITION***

Mono County is an Equal Opportunity Employer

HOW TO APPLY FOR THIS EXAMINATION

Applicants must submit a completed MSS application and supplemental questionnaire. Applicants to wish to use their education to qualify must also submit the class course listing. Applicants are encouraged to apply online by logging onto www.mss.ca.gov and following the instructions. Applicants without Internet access can obtain an application packet by contacting MSS, the Mono County Department of Social Services administrative offices, or the County Personnel Department. **Application documents must be mailed to the address below and received by close of business on the application deadline. POSTMARKS ARE NOT ACCEPTED.**

MERIT SYSTEM SERVICES

241 Lathrop Way, Sacramento, CA 95815
(916) 263-3614

Note: Your application and any additional material become the property of MSS and will not be returned. Please make a copy for your file.

THE EXAMINATION PROCESS

All completed applications will be screened against the Minimum Qualifications. Approved applications may be evaluated further to identify the most qualified applicants. Dependent upon your notification preference, MSS will send you a letter via U.S. Mail and/or email informing you of your status once it has been determined. Selected applicants will be invited to the next step of the examination process; see tentative dates on the front of this recruitment bulletin.

The examination process may include one or more of the following components: application evaluation, competitive rating of the application, and if required, a supplemental questionnaire; a written examination; job related exercise; and/or an oral examination.

SPECIAL TESTING ARRANGEMENTS

Special testing arrangements may be made to accommodate applicants with disabilities or whose religious convictions prevent them from testing on a specific date. If you require such arrangements, it is your responsibility to contact MSS (see the phone number below) at least **TWO WEEKS PRIOR** to the scheduled examination date and to provide MSS with a letter of confirmation from a doctor, school, religious pastor, etc. This letter will need to be on their company letterhead. Don't forget to call or you may not be granted your special arrangement. The phone number is (916) 263-3614.

FOREIGN EDUCATION

Applicants who completed their education outside of the United States must submit verification of degree equivalency along with their application. You may contact Education Records Evaluation Service, Inc. (916) 921-0790 or visit their website at www.eres.com for information on equivalency. Additional organizations that provide foreign education credential evaluation services can be found at www.naces.org. MSS will accept verification of degree equivalency from any of the listed member agencies.

Nothing in this recruitment bulletin constitutes an expressed or implied contract. MSS reserves the right to make necessary modifications to the examination plan and/or schedule in accordance with Local Agency Personnel Standards.

Bulletin Issue Date: March 19, 2010

SUPPLEMENTAL QUESTIONNAIRE	
SOCIAL WORKER III MONO COUNTY DEPARTMENT OF SOCIAL SERVICES	
Name:	Application Deadline: 04/09/10
Address:	Send this and all application materials to: MERIT SYSTEM SERVICES 241 Lathrop Way Sacramento, CA 95815
Daytime Telephone:	

I am or have been a Social Worker in a California County Department of Social Services.

☐ YES ☐ NO

If your answer to the above question was no, please complete the rest of the questionnaire.

Your responses to this supplemental questionnaire are an integral part of your examination. Your responses will be reviewed and evaluated based on the job requirements. Applicants with the most relevant experience will be invited to the examination. Your responses may be considered as part of the Oral Examination. It is important that your responses be as complete and detailed as possible.

FAILURE TO RESPOND TO THIS SUPPLEMENTAL QUESTIONNAIRE AND SUBMIT YOUR RESPONSES TO MERIT SYSTEM SERVICES BY THE FINAL FILING DATE WILL ELIMINATE YOU FROM THE EXAMINATION.

The information you provide on the next page is the most important part of this questionnaire! Briefly and accurately number and describe your essential job functions in terms that anyone reviewing this form will be able to understand. Avoid abbreviated, vague, or abstract words, such as "assists," "handles," "keeps," or "prepares," unless you describe how you assist, what you prepare, etc. Be specific.

For example:

DO THIS!

- Meets with families to assess their risks initially and an on-going basis.
- Conducts assessments of potential foster homes and families, including relative and non-relative family member homes.
- Conducts initial in-home assessments of the aged and disabled to determine if they qualify for assistance.

DON'T DO THIS

- Meets with families.
- Performs case management.
- Conducts in-home assessments.

SUPPLEMENTAL QUESTIONNAIRE (Page 2)	
SOCIAL WORKER III MONO COUNTY DEPARTMENT OF SOCIAL SERVICES	
Name:	Application Deadline: 04/9/10
Address:	Send this and all application material to: MERIT SYSTEM SERVICES 241 Lathrop Way Sacramento, CA 95815
Daytime Telephone:	

Provide a description of your social work case management experience in the following areas using the guidelines on the previous page. Please provide as much detail as possible. If an area does not apply to your previous experience, please indicate that this section is not applicable by writing N/A. Please write your responses on 8 ½ X 11 paper, reference your responses to the appropriate questions, and attach them to this cover sheet.

- a. Adoptions
- b. Family Maintenance
- c. Family Reunification
- d. Foster Care
- e. In-Home Supportive Services
- f. Independent Living Program
- g. Linkages Program
- h. Multi-Purpose Senior Services Program
- i. Protective Services
- j. Other

SOCIAL WORKER I, II, III APPLICANT'S LIST OF COMPLETED COLLEGE COURSES	
Name:	
County Applying To:	Date:
<p align="center"> Attach this completed form to your MSS application and send to: Merit System Services 241 Lathrop Way Sacramento, CA 95815 </p>	

***Examples of acceptable courses include those in the following areas of study:** Anthropology, criminal justice, economics, education, ethnic studies, history, human development, law, nursing, nutrition, philosophy, political science, psychology, public health, religion, social welfare, sociology, welfare, women's studies.

FAILURE TO COMPLETE THIS FORM AND SUBMIT IT WITH YOUR APPLICATION TO MERIT SYSTEM SERVICES BY THE APPLICATION DEADLINE WILL ELIMINATE YOU FROM THE EXAMINATION IF YOU ARE RELYING ON YOUR EDUCATION TO MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION. (College transcripts MAY NOT be substituted in lieu of completing this form.)

[illegible]